

EXTENSIONS



In FDM, certifying authorities, Senior Legal Counsel, Ethics Counselors can record if an extension was granted for a financial disclosure report. Extensions can only be recorded in FDM for financial disclosure reports with a Draft status.

Entering an extension in FDM records the new filing due date of the financial disclosure report. A Filer or Reviewer can determine if an extension has been granted through Review Status or View Print.

Granting Extensions

A Senior Legal Counsel, Ethics Counselor or a Senior Legal Counsel Assistant can grant extensions for OGE 450 Filers in FDM. An ADAEO can grant extensions for SF 278 filers in FDM.

Once draft report exists, you can record an extension on the Review Status page for that report.

1. On the **Review Filers | Reports List** page, click **View** beside the appropriate, Draft report.
2. Select **Review Status**.
3. In the Extension section, click **Grant Extension**.

Adding Extension Request Information

4. Type the extension limit, select the appropriate extension option Agency or Combat Zone and select an Extension Reason.

The available Agency Extension Reasons are as follows:

- Long Period of Travel
- Significant Illness
- Extremely Pressing Assignments
- Convenience of Filing Combined Reports
- Other

The Agency Extension Reason defaults to Long Period of Travel. If you select Other, you must type a description of the reason in the box provided

5. When Complete, click **Save**.

Financial Disclosure Management

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Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Under Review - Training X. 278_1, 2007 Incumbent SF 278 Report

Report Progress
Created: 02/05/2007
Submitted: 02/05/2007
Amended:
ADAEO Submitted:
Completed:

Signoff Progress
Filer: 02/05/2007
Signed by: 278_1, Training X.
Supervisor:
Reviewer:
ADAEO/ADAEO EC:

Common Questions
• What is the difference between Review Date and Signature Date?
• What is the Amended date and how does it differ from the Submitted Date?
• Glossary

Extension
No Extensions have been granted.

Extension
No Extensions have been granted.

Instructions: Click notify to send a "Please Review" Email Notification to a reviewer

Currently Assigned Reviewers	Role	Review Date	Signature Date	Notify
Slc_278_1, Training X.	SLC			Notify
Slc_278_1, Training X.	Supervisor's SLC			Notify
Super_278_1, Training X.	Supervisor			Notify
Adaeo_1, Training X.	ADAEO			Notify
ADAEO_EC_278_30, Training X.	Ethics Counselor			

Financial Disclosure Management

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Draft - L X. Knox_30, 2007 New Entrant (02/01/2007) SF 278 Report

Length of Extension: 45

☒ Agency Extension
Reason for Extension:
Long period of official travel

☐ Combat Zone Extension

Save Cancel

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Draft - L X. Knox_30, 2007 New Entrant (02/01/2007) SF 278 Report

Report Progress
Created: 02/05/2007
Submitted:
Amended:
ADAEO Submitted:
Completed:

Signoff Progress
Filer:
Supervisor:
Reviewer:
ADAEO/ADAEO EC:

Common Questions
• What is the difference between Review Date and Signature Date?
• What is the Amended date and how does it differ from the Submitted Date?
• Glossary

Extension
Extension Type: Agency Extension
Number of Days: 45
New Due Date : 04/17/2007
Reason: Long period of official travel
Grant Extension

Extension
Extension Type: Agency Extension
Number of Days: 45
New Due Date : 04/17/2007
Reason: Long period of official travel
Grant Extension

Currently Assigned Reviewers	Role	Review Date	Signature Date
Slc_278_1, Training X.	SLC		
Slc_278_1, Training X.	Supervisor's SLC		
Super_278_1, Training X.	Supervisor		
Adaeo_1, Training X.	ADAEO		
ADAEO_EC_278_30, Training X.	Ethics Counselor		

Determining if an Extension has Been Granted

A Filer or Reviewer can determine if an extension has been granted for a financial disclosure report by selecting **Review Status** or **View/Print** for a financial disclosure report.

Review Status

1. On the Reports List page, select **View** or **Edit** beside the appropriate final disclosure report.
2. Click **Review Status**. The extension Type, Number of Days, New Due Date and Reason display in the Extensions area, if an extension has been granted.

View/Print

1. On the Reports List page, select **View** or **Edit** beside the appropriate final disclosure report.
2. Click **View Print** beside the appropriate financial disclosure report.
3. For OGE 450 reports, scroll to the Review Status Section of your report to view the extension information. For SF 278 reports, scroll to the bottom of your report cover page to view the extension information.

FDM Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources | Management Reports | Log Out

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Draft - L X. Knox_30, 2007 New Entrant (02/01/2007) SF 278 Report

Report Progress
 Created: 02/05/2007
 Submitted:
 Amended:
 ADAEO Submitted:
 Completed:

Signoff Progress
 Filer:
 Supervisor:
 Reviewer:
 ADAEO/ADAEO EC:

Common Questions
 • What is the difference between Review Date and Signature Date?
 • What is the Amended date and how does it differ from the Submitted Date?
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Extension
 Extension Type: Agency Extension
 Number of Days: 45
 New Due Date : 04/17/2007
 Reason: Long period of official travel
[Grant Extension](#)

Currently Assigned Reviewers	Role	Review Date	Signature Date
SLC_278_1, Training X.	SLC		
SLC_278_1, Training X.	Supervisor's SLC		
Super_278_1, Training X.	Supervisor		
Adaeo_1, Training X.	ADAEO		
ADAEO_EC_278_30, Training X.	Ethics Counselor		

FDM Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources | Management Reports | Log Out

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Complete - A X. Adams_1, 2007 Incumbent SF 278 Report

View/Print

SF 278 and Comments of Record [View/Print](#)
 Flags [View/Print](#)
 All Comments [View/Print](#)

Attachments

Type	Date Attached	SF 278 of Record	File Name
Job Description	02/05/2007		Getting Started.doc View/Print

Note: You must have Adobe Reader 6.0 or later installed on your PC to view and print the report.
 Click to see what version you have.
[TEST](#)

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